



October 15, 2014

KANSAS BULLETIN NO. KS120-15-3

SUBJECT: ADS—Vehicle Inspections

Action required by: November 7, 2014 (Field Offices [FOs])
November 14, 2014 (Area/State Offices [AO/SO]
and Plant Materials Center [PMC])

Purpose. To provide guidance on vehicle inspections

Expiration Date. September 30, 2016

The Agriculture Property Management Regulations outlines the minimum replacement standards for replacement of passenger vehicles and trucks. Natural Resources Conservation Service (NRCS) passenger vehicles and trucks may be driven as long as they remain safe and reliable.

In order to assist in determining the condition of the vehicle fleet, all NRCS vehicles must have a visual safety inspection conducted each year. The visual inspections should be conducted by someone other than the driver of the vehicle. Attached is a *Visual Safety Checklist* (Attachment 1) which will be used to complete an inspection on each vehicle. [Form KS-ADS-52, Guide to Determine Vehicle Condition](#), must also be completed and is available online.

Agriculture Property Management Regulations state that vehicles should have mechanical inspections performed by a qualified licensed mechanic if deemed necessary by the local operator. If a mechanical inspection is deemed necessary, Form NRCS-ADS-180, *Preventative Maintenance Inspection Report*, will be used to document the inspection. A copy of the inspection should be forwarded to Lenny Skieff in the SO through the AO.

As noted on the *Visual Safety Checklist* under emergency kit, highway warning triangular-shaped reflective devices are required. The reflective devices can be ordered (Stock No. [9905-00-534-8376](#)) from the General Services Administration Customer Supply Center.

There should be a fire extinguisher in each vehicle, which should be checked annually and recharged, if necessary. The extinguisher should be secured in the vehicle with a mounting bracket. If you need to purchase a mounting bracket, contact a local company that services fire equipment. If there is no local source in your area, you may contact Weis Fire and Equipment Company, Inc., at (888) 689-9347.

The *Visual Safety Checklist*, *Guide to Determine Vehicle Condition*, and any additional documentation will be completed by the FO and sent to the appropriate AO by **November 7, 2014**. The PMC, AO, and SO staffs will forward documentation to Lenny Skieff in the SO by **November 14, 2014**.

To comply with the inspection requirements, a certification that the visual safety inspections have been completed will accompany the above documentation. Attached is a template to be used for the certification (Attachment 2).

Contact: Lenny Skieff, 785-823-4501, or lenny.skieff@ks.usda.gov

(signed)

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Attachments

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